



Natural Resources Conservation Service
One Credit Union Place, Suite 340
Harrisburg, Pennsylvania 17110-2993
Ph. (717) 237-2100 Fax: (717) 237-2238

December 7, 2007

PENNSYLVANIA BULLETIN NO. PA120-8-2

SUBJECT: ADS - PHYSICAL INVENTORY OF PROPERTY

Purpose: To remind all offices of the requirement for physical inventory of property.

Expiration Date: February 28, 2008.

FIELD OFFICES - ACTION REQUIRED BY: January 9, 2008
TECHNICAL OFFICES – ACTION REQUIRED BY: January 18, 2008

Since States are required to conduct a physical inventory of accountable personal property with an acquisition cost of \$5,000.00 or more. We are asking that offices follow the instructions below:

The following action items must be completed and mailed directly on the dates specified above.

Field Offices. Use the attached inventory sheet to record all property located in your office. Most offices should be reporting vehicles only since this property may be over \$5,000. Each sheet should be signed by the District Conservationist (Custodian) and mailed or faxed to your respective Technical Office. **DO NOT** record ITS equipment.

Technical Offices. The attached PROP302 report is to be compared to the submitted inventory sheets and reviewed to ensure all property is listed. Each technical office should annotate any revisions or discrepancies directly on the report. Upon completion, each administrative coordinator will obtain the Accountable Officer's signature to certify all property has been inventoried in their respective areas. Each certification can be located at the end of each accountable officer's report. Each report with originally signed certification shall be sent to the State Office by the above date.

Each inventory will be sent to National Headquarters and therefore, it is imperative that the agency meets this deadline.



Transfers, Dispositions, Sales, Etc. All property should be recorded properly on an AD-107 or AD-112 form, signed by the Accountable Officer and forwarded to the State Office for proper disposal through the PROP system.

If you have any questions, contact Deb Eckley at 717-237-2224.

/s/ Gary P. Smith, Acting

CRAIG R. DERICKSON
State Conservationist

DIST: Field Offices W/Inventory Sheet Only
Area Administrative Coordinators – PROP 302 Report

U.S. DEPARTMENT OF AGRICULTURE
Natural Resources Conservation Service

PHYSICAL INVENTORY REPORT FOR THE PERIOD ENDING: January 31, 2008

_____ Office _____ Section _____, **PA**
(Office Name) (Unit) (Location)

I certify that I have made or caused to be made a physical inventory of all of the capitalized/accountable property at this office and I further certify that the articles listed on page(s) 1 to _____, inclusive, were on hand at the close of business January 31, 2008.

_____ Section Custodian
(Signature)

Quantity or Property No.	Complete Description of Property	License or Serial No.